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## MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

**Date Posted:** 09/21/2006  
**Application Deadline:** 10/05/2006  
**Job Title:** Office Assistant  
**Min Monthly Salary:** \$1,741.00  
**Location:** St. Joseph  
**District/Division:** District 1 / Construction and Materials Division  
**Human Resources Contact Number:** 816-387-2350  
**Notice:** 37K-06JOAR01024

### General Summary:

The office assistant performs routine clerical/secretarial functions of limited difficulty and complexity within an office or section of the department. Specific duties will vary significantly, depending on the location of assignment. Responsibilities are performed under direct supervision.

### Minimum/Required Qualifications:

High School Diploma or GED

### Supervisory Responsibilities:

None

### Special Working Conditions/Job Characteristics:

This position requires working varied hours to operate the radio for frost runs (when maintenance personnel are responding to frost on the roadways), for incident situations, and during times of inclement weather.

### Examples of Work:

- Opens, date stamps, sorts, and distributes incoming mail; locates and attaches appropriate files to incoming correspondence requiring replies; researches documents and files as necessary. (catalogs, manuals, hard copy, and computerized files.
- Types and formats routine forms, letters, reports, permits and other materials, ordinarily non-technical in nature, working from rough draft, dictation and/or dictating equipment; proofreads completed work to check for correct grammar, spelling, and to ensure proper formatting is used.
- Receives incoming telephone calls and faxes; answers routine inquiries, transfers calls to appropriate personnel, takes messages or refers inquiries to supervisor; may operate base radio to maintain communications with field personnel.

- Greets visitors and provides information to department personnel, external customers, and the general public by referencing.
- Maintains hard copy and computerized files, forms, reports, correspondence, manuals or other documents; removes and returns material from files; prepares and indexes file folders.
- Compiles, copies, and prints reports, catalogs, manuals, records, correspondence or other documents; sorts and collates as necessary; mails forms, newsletters, promotional material, and other information.
- Maintains office supplies and various office logs; may take inventories.
- Performs coding and checking functions according to established procedures; may prepare invoices and/or process bills; may enter time and leave reporting information.
- Operates office equipment such as fax machines, copiers, and phone systems, and uses computers for reports, requisitions, spreadsheets, word processing, database management, and other office applications; may develop presentations.
- Performs other responsibilities as required or assigned.

**How to apply: In order to be considered for this vacancy you will need to complete a MoDOT Employment Application. Please submit the application and transcripts on or before the application deadline to the address listed below.**

**Missouri Department of Transportation  
Human Resources  
3602 North Belt Highway  
St. Joseph, MO 64506-1399**

**Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V**